

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221



"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stat., notice is hereby given to
the public that the following meetings will be held

THE WEEK OF OCTOBER 18 – 22, 2010

MONDAY, OCTOBER 18, 2010

- | | | |
|-------------|---|---|
| * 1:30 p.m. | Solid Waste Board
Rescheduled for October 25, 2010 | Port & Solid Waste Offices
2561 S Broadway |
| * 2:00 p.m. | Revolving Loan Fund Committee | Rm 391, Northern Building
305 E Walnut St |
| * 3:00 p.m. | Housing Authority | Rm 604, City Hall
100 N Jefferson St |

TUESDAY, OCTOBER 19, 2010

(No Meetings)

WEDNESDAY, OCTOBER 20, 2010

- | | | |
|-------------|------------------------------|--|
| * 1:30 p.m. | EMS Council | Board Room
Village of Ashwabenon
2155 Holmgren Way |
| * 6:00 p.m. | Open House re: County HWY GV | Rm 207, City Hall
100 N Jefferson St |
| * 6:30 p.m. | Board of Supervisors | Legislative Rm 203, City Hall
100 N Jefferson St |

THURSDAY, OCTOBER 21, 2010

- | | | |
|-------------|-------------------------|--|
| * 5:00 p.m. | Public Safety Committee | Rm 200, Northern Building
305 E Walnut St |
| * 6:00 p.m. | Library Board | Ashwaubenon Library
1060 Orlando Dr |

FRIDAY, OCTOBER 22, 2010

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY REVOLVING LOAN FUND COMMITTEE
Monday, October 18, 2010
Northern Building
305 E. Walnut Street, Conference Room 391
Green Bay, WI 54301
2:00 p.m.

ROLL CALL:

Robert Patrickus	_____	Lynn VandenLangenberg	_____
George Speaker, Chair	_____	Ron Van Straten	_____

ORDER OF BUSINESS:

1. Approval of the minutes of the July 21, 2010, meeting of the Brown County Revolving Loan Fund Committee.
2. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing an amendment to a loan agreement with Raven Manufacturing.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

3. Pursuant to Wisconsin Statute 19.85(1)(g), the Brown County Revolving Loan Fund Committee will convene in Executive Session to confer with legal counsel regarding possible litigation.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

4. Revolving Loan Fund Program loan portfolio status.
5. Adjourn.

NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMITTEE MAY BE TAKEN ON ANY OF THE ITEMS WHICH ARE DESCRIBED OR LISTED ON THIS AGENDA.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY HUMAN RESOURCES OFFICE AT 448-4065 SO THAT ARRANGEMENTS CAN BE MADE.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, October 18, 2010
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS: Michael Welch-Chair, Paul Kendle-Vice Chair, Tom Diedrick, Rich Aicher, Darlene Hallet

APPROVAL OF MINUTES:

1. Approval of the minutes from the September 20, 2010, meeting of the Brown County Housing Authority.

COMMUNICATIONS:

2. Letter from NeighborWorks® Green Bay to Integrated Community Solutions regarding HQS inspections of NeighborWorks® Project Based Units.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications
 - B. Housing Assistance Payments
 - C. Housing Assistance Unit Count
 - D. Housing Quality Standard Inspection Compliance
 - E. Housing Choice Voucher Administrative Costs and HUD 52681B
 - F. Portability Activity
 - G. SEMAP Monitoring Report
 - H. Report of the Housing Choice Voucher Family Self-Sufficiency Program.
 - I. Report on the Housing Choice Voucher Home Ownership Option.
 - J. VASH Reports
 - K. Report on Langan Investigations Criminal Background Screening and Fraud Investigations

OLD BUSINESS:

4. Discussion and possible action regarding County Board's request to analyze the amount of community services that HCV recipients use.

NEW BUSINESS:

5. Review and approval of revisions to Chapter 17 (Project Based Vouchers) of the Housing Choice Voucher Administrative Plan.
6. Discussion and action on 2011 Voucher Payment Standards.
7. Review and action on the Brown County Housing Authority 2011 Annual Agency Plan.
8. Discussion and possible action on Unsheltered Families with Children.

INFORMATIONAL:

9. Senior Accountant received certification for HCV Financial Management.

BILLS:

FINANCIAL REPORT:

STAFF REPORT:

EMERGENCY MEDICAL SERVICES COUNCIL

Chair, Larry Ullmer

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84, Wis. Stats., notice is hereby given to the public that a regular meeting of the Emergency Medical Services Council

Wednesday, October 20, 2010, 1:30 pm

**** Please Note Meeting Location ****

**Village of Ashwaubenon, Board Room
2155 Holmgren Way**

1. Call to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of September 15, 2010.
4. Voting Membership.
5. End of Life Program Update.
6. Medical Director's Report.
7. Training and Standards Work Group.
8. Statewide Committees and Task Force – Reports.
9. Other Business.
10. Public Comment and Such Other Matters as Authorized by Law.
11. Next Meeting – November 17, 2010 1:30pm
12. Adjourn

Chair, Larry Ullmer

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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GUY ZIMA, CHAIR

MARY SCRAY, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats, notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, October 20, 2010, at 6:30 p.m.,** in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

**** Please Note Time ****

**Open House re: County Highway GV
@ 6:00 p.m. in Room 207, City Hall**

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Approval of minutes of September 15, 2010.**
3. **Announcements of Supervisors.**
4. **Communications: (None)**
 - a) **Late Communications:**
5. **Appointments by County Executive: (None)**
6. **Reports by:**
 - a) County Executive.
 - b) Board Chairman.
7. **Other Reports:**
 - a) Treasurer's Financial Report for the Month of June.
 - b) Treasurer's Financial Report for the Month of July.
8. **Standing Committee Reports:**
 - a) Report of Administration Committee of September 23, 2010
 - b) Report of Education & Recreation Committee of October 7, 2010.

- c) Report of Executive Committee of October 11, 2010.
- d) Report of Human Services Committee of September 22, 2010.
- e) Report of Planning, Development & Transportation Committee of September 27, 2010.
 - i) Land Conservation Sub Committee of September 27, 2010.
- f) Report of Public Safety Committee of October 6, 2010.

9. **Resolutions, Ordinances:**

Education & Recreation Committee and Executive Committee

- a) Resolution re: Sale of Pamperin Park Land to WisDOT for Planned Expansion of HWY 29. *(Motion at Ed & Rec: To approve; Motion at Executive: To approve.)*

Executive Committee

- b) Resolution re: Initial Resolution Authorizing the Issuance of not to exceed \$5,000,000 Public Safety General Obligation Bonds or Promissory Notes of Brown County, Wisconsin in one or more series at one or more times. *Held from September County Board.*
- c) Resolution re: Amending Policy on Budgetary Transfers from the General Fund.
- d) Resolution re: Adopting Brown County's 2011 Five-Year Capital Improvement Plan.
- e) Resolution re: Authority to Execute a 2010-2011 Labor Agreement with the Brown County Austin Straubel International Airport Employees.
- f) Resolution re: Authority to Execute a 2010-2011 Labor Agreement with the Brown County Highway Department Employees.
- g) Resolution re: Authority to Execute a 2010-2011 Labor Agreement with the Brown County Human Services Para-Professional Employees.
- h) Resolution re: Authority to Execute a 2010-2011 Labor Agreement with the Brown County Neville Public Museum Employees.

Planning, Development & Transportation Committee

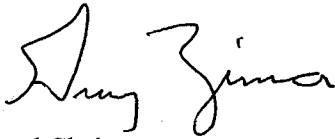
- i) Ordinance re: Dealing with Revision of Speed Zone on County Highway "T" Town of Eaton, Brown County, State of Wisconsin. *(Held from September County Board; Motion at PD&T: To approve.)*
- j) Ordinance re: Proposed Ordinance for Brown County, WI Land Information Council to be Codified as 3.081 Brown County Code of Ordinances. *(Motion at PD&T: To approve.)*

Public Safety Committee

- k) Resolution re: Reclassification of Clerk/Typist II Clerk of Courts. *(Motion at Public Safety: To postpone until Human Resources and Clerk of Courts appears before the committee to explain the justification of this reclassification.)*

10. Such other matters as authorized by law.
11. Bills over \$5,000 for period ending September 30, 2010.
12. Closing Roll Call.
13. Adjournment to Monday, November 8, 2010 at 9:00 a.m., Legislative Room, 100 N. Jefferson Street, Green Bay, Wisconsin

Submitted by:



Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda.

The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Sheriff's Department Building)
The Committee at their discretion may suspend the rules to allow comments from the public during the meeting.

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PUBLIC SAFETY COMMITTEE

Tom De Wane, Chair
Andy Nicholson, Vice Chair
Dave Kaster, Tim Carpenter, Patrick Buckley

PUBLIC SAFETY COMMITTEE

Thursday, October 21, 2010

5:00 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

****PLEASE BRING BUDGET BOOK* (COMBINED BUDGET & REGULAR MEETING)**

- I. Call meeting to order.
 - II. Approve/modify agenda.
 - III. Approve/modify minutes of October 6, 2010.
1. Review minutes & reports of:
 - a. Criminal Justice Coordinating Board (September 28, 2010).

NON-BUDGET ITEMS

Public Safety Communications

3. Grant Application Review (#10-23): PSC – Emergency Management – Hazardous Materials Emergency Preparedness Grant (HMEP) – 2011.
4. Budget Adjustment Request (#10-105): Increase in expenses with offsetting increase in revenue.

Sheriff

5. Resolution re: 2011 County-Tribal Law Enforcement Grant.

District Attorney

6. Subsequent Offender Numbers per the Communication of Supervisor Nicholson.

Circuit Courts

7. Budget Status Financial Report for August, 2010.

Clerk of Courts No agenda items

Emergency Government No other agenda items.

Medical Examiner No agenda items.

****BUDGET REVIEW****

REVIEW OF 2011 DEPARTMENT BUDGETS

2. **Circuit Courts/Clerk of Courts:** Review of 2011 department budget.
8. **District Attorney:** Review of 2011 department budget.
9. **Medical Examiner:** Review of 2011 department budget.
10. **Public Safety Communications:** Review of 2011 department budget.
11. **Sheriff:** Review of 2011 department budget.

Other

12. Audit of bills.
13. Such other matters as authorized by law.

Tom De Wane, Chair

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LIBRARY

515 PINE STREET
GREEN BAY, WISCONSIN 54301-5194

PHONE (920) 448-4400
FAX (920) 448-4364

LYNN M. STAINBROOK
DIRECTOR

E-MAIL Stainbrook_LM@co.brown.wi.us
WEBSITE www.browncountylibrary.org

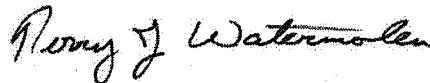
BROWN COUNTY LIBRARY BOARD

NOTE LOCATION:

**Ashwaubenon Branch Library
1060 Orlando Drive, Green Bay
Thursday, October 21, 2010
6:00 p.m.**

AGENDA

1. Approve/modify agenda
2. Minutes, bills and communications
3. Open forum for the public
4. Facilities Report
 - a. Central Library Renovation update
 - b. Approval of Federal Funds Expenditure
 - c. Solar Energy Project at Kress
 - d. Energy Conservation Methods update
5. Accountant's report
 - a. Financial report
 - b. Acceptance of gifts, grants and donations
6. Budget
7. Request for Budget Transfer: Library Automation Consulting Services
8. Capital Improvement Plan
9. Information Services report on services received
10. Collection Development
 - a. Freegal proposal
 - b. Audio book download station proposal
11. Nicolet Federated Library System
 - a. Monthly update
12. Staff Out-of-County Travel Approval
13. Sunday Hours
14. President's report
15. Director's report
16. Such other matters as are authorized by law
17. Adjournment



**Terry Watermolen
President**

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on any of the items which are described or listed in this agenda.**



OCTOBER 2010



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	Public Safety 5:00p.m.	Ed & Rec 5:30p.m.	6	7
10	Columbus Day Executive Cmte 6:30 p.m.	Vets' Recognition SubCmte 5:15 p.m.	13	14	15	16
17	18	19	Board of Supervisors 6:30pm	Public Safety 5:00 pm (reg & budget)	22	23
24	Land Con 6:00p.m. Plan, Dev & Trans approx 6:30p.m. (reg & budget)	Ed & Rec Cmte 6:00 pm (reg & budget)	Human Svc Cmte 6:00 pm (reg & budget)	Admin Cmte 5:30pm (reg & budget)	29	30
Halloween 	31					

*** Note: November Calendar tentatively states budget dates and times only!



NOVEMBER 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Executive Cmte 6:30 pm (reg & budget)					
	1	2	3	4	5	6
7	Board of Supervisors Budget Meeting 9a.m.	9	10	Veterans' Day 	12	13
14	15	16	17	18	19	20
21	22	23	24	Thanksgiving 	26	27
28	29	30				

BROWN COUNTY COMMITTEE MINUTES

- Brown County Housing Authority (September 20, 2010)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, September 20, 2010
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS PRESENT: Michael Welch-Chair, Tom Diedrick, Rich Aicher

MEMBERS EXCUSED: Paul Kendle, Darlene Hallet

OTHERS PRESENT: Nikki Aderholdt, Robyn Hallet, Matt Schampers, Rob Strong, Chip Law, DonElla Payne.

APPROVAL OF MINUTES:

1. Approval of the minutes from the August 23, 2010, meeting of the Brown County Housing Authority.

A motion was made by R. Aicher, seconded by T. Diedrick, to approve the minutes from the August 23, 2010, meeting of the Brown County Housing Authority. Motion carried.

R. Hallet requested that, due to time constraints, the action items be addressed prior to Communications and Reports.

A motion was made by T. Diedrick, seconded by R. Aicher, to take items out of order. Motion carried.

OLD BUSINESS:

3. Discussion and possible action regarding Housing Choice Voucher fraud cases to refer for criminal prosecution.

R. Hallet stated during the last BCHA meeting, there was discussion held on this issue. There was direction given by the Authority for BCHA staff to generate guidelines on which cases should be referred to either civil or criminal court.

N. Aderholdt stated that the guidelines were broken out into criteria for small claims and criteria for criminal cases.

N. Aderholdt stated that for a case to be considered for small claims BCHA staff should receive a referral from the ICS fraud specialist, Gina Fullerton. A referral has never been received from Ms. Fullerton in which the individual does not owe the BCHA money, which is a prime indicator that the case must be referred to small claims. N. Aderholdt indicated that referral to small claims is not focused primarily on this aspect; other guidelines are considered, including evidence in the Langan Investigations letter, mental incapacities and disabilities present, and failure to enter into a repayment agreement.

N. Aderholdt stated that the criteria for referral to criminal prosecution are largely based on the outcome of the small claims action. If the BCHA cannot be successful in small claims, it is unlikely that the case would be successful in criminal court. Other considerations include cooperation of the individual,

supporting evidence of the fraud, how long the fraudulent activity has been occurring, how many instances of fraud occurred and how many individuals are involved, empathy a jury might have toward the situation, and what initiated the fraud investigation. Typically, initiation of a fraud investigation can include staff referral, anonymous referral, or police referral; staff and police referral bearing more weight than an anonymous referral.

T. Diedrick questioned whether there are many participants who are reading and functioning at a lower level; not mentally ill, just functioning lower. D. Payne affirmed there are some. N. Aderholdt stated that the BCHA has been fortunate to have the same Commissioner hear the cases, Commissioner Paquet. If an individual does not understand, or claims they do not understand the allegations against them, Commission Paquet will take it upon himself to walk them through what the BCHA is claiming and why. He will then typically ask them if they agree with that allegation or not. N. Aderholdt indicated that in more cases than not, the individual typically agrees that they do owe the money and at that time enters into a repayment agreement.

R. Hallet stated that reasonable accommodation does have a broader definition of disability than somebody that receives Social Security or SSI for their disability. The BCHA does have to consider the reasonable accommodation requests if the individual even alludes to the fact that they don't understand.

D. Payne stated that sometimes when individuals contact ICS via telephone, staff can tell that they are mentally incapacitated, in which case, ICS staff will meet with them to ensure that their interests are sufficiently represented.

R. Strong stated that the guidelines for small claims appear to already be working sufficiently, the question is, what guidelines do we need to be successful in the next step? R. Strong stated, and N. Aderholt affirmed, that the guidelines listed are what are recommended for determining whether a case should be referred to criminal prosecution. N. Aderholdt stated that these guidelines were also forwarded on to W. VandeCastle's office for review.

R. Aicher stated that most of the guidelines listed are very objective; some could be argued as subjective but that may unavoidable. R. Aicher stated that N. Aderholdt appears to have a good feel for how to handle the referrals and which level each case can be successful in.

R. Strong stated that if BCHA staff finds out that something isn't working, it will be changed. However, success of these guidelines cannot be determined until the first few criminal cases reach an outcome.

A motion was made by R. Aicher, seconded by T. Diedrick, to approve the small claims and criminal prosecution guidelines as submitted. Motion approved.

NEW BUSINESS:

4. Discussion and approval to allow Integrated Community Solutions, Inc. to alter the standard procedures used for initial lease-up to accommodate the 150 Vouchers being utilized simultaneously with Cardinal Capital Projected Based Vouchers.

R. Hallet stated that, as a follow-up to a meeting held with staff at RE Management, who currently manages Port Plaza Towers, she and D. Payne and discussed how ICS and the BCHA can streamline the lease-up process for these

residents. R. Hallet stated that a list of items was put together that includes what could be streamlined. D. Payne stated that these items need approval because this process would be different than what is stated in the Administrative Plan. However, it does not make sense to alter the Administrative Plan either because this is a one-time request. D. Payne stated that these items do need to be approved to allow all of the residents to be leased-up at the same time. D. Payne stated that ICS provided R. Hallet with a calendar illustrated when each process and step was going to be underway.

R. Aicher questioned whether there was any need to have some sort of agreement or the like in terms of confidentiality. D. Payne stated that one could be incorporated.

R. Aicher stated that RE Management has some sort of priority listing of who moves into which unit first. R. Strong stated that he believed it was based on seniority. T. Diedrick questioned whether the number of individuals with disabilities and the number of accommodating apartments would be an issue. R. Strong stated that RE Management should know their tenants and which individuals would be in the most need for these accommodations. These units are supposed to be a primary accommodation for individuals with disabilities, so the units should have been well prepared.

M. Welch stated that the roles and responsibilities should be clearly understood as well, particularly if they are helping the individuals to complete forms. D. Payne stated that ICS staff would be meeting with RE Management to discuss all of the steps and responsibilities. R. Strong stated that the individuals are still being screened according to assisted-housing requirements; however, they are going directly through HUD to complete this. R. Aicher stated that RE Management is essentially acting as an agent of ICS. R. Strong agreed and stated that we need to make sure they are in accordance with our expectations.

A motion was made by T. Diedrick, seconded by R. Aicher, to allow ICS to alter the standard procedures used for initial lease-up to accommodate the 150 vouchers being utilized simultaneously with Cardinal Capital Project-Based Vouchers. A document establishing confidentiality should be incorporated. Accommodations for individuals with disabilities should be ensured. Rights and responsibilities of the agent should be ensured for ICS' benefit. Motion carried.

4a. Discussion and possible action regarding the transfer of Port Plaza Tower residents to the new properties.

R. Hallet stated that this is in regards to criminal background checks. As known, HUD requires background checks for all new recipients of a Housing Choice Voucher. The Brown County Housing Authority has implemented requirements that are a bit stricter. All of the residents currently living at Port Plaza Towers would have been admitted under HUD's requirements. R. Hallet stated that RE Management is quite strict as well in implementing these requirements. However, when the BCHA conducts its screening, things may come up that would otherwise result in the individual being ineligible. The concern is that these individuals would be told they are transferring to a new unit and have their assistance transferred with them and then later they would be found ineligible. R. Hallet stated that the request is that the BCHA's extra stringent requirements would be waived for these individuals.

R. Aicher stated that although the BCHA may initially give these individuals a free pass, if something shows up a year from now, they would be terminated. He questioned if a tenant gets a free pass now, even though they may have had a criminal record previously, and then six months from now another crime has occurred on their record, does the BCHA have the opportunity to terminate? D. Payne indicated that ICS would know immediately if criminal activity was occurring because ICS receives local police reports, and then they would be terminated immediately.

M. Welch questioned what types of criminal activity would show up. D. Payne stated possibly drug activity and disorderly conduct charges, or example

C. Law state that if this type of situation occurs with an individual, ICS should sit down with them and explain that their previous criminal history will be disregarded, but if anything new occurs, the assistance will be terminated. C. Law stated that communication in writing should be established to distinguish this, but supplemental verbal communication should occur as well.

D. Payne stated that ICS would be running a criminal background check twice on the individuals; once immediately, and one again right before they move into their new units.

A motion was made by R. Aicher, seconded by T. Diedrick, to incorporate the processes of criminal background checks into the other streamlined processes as discussed. Motion carried.

A motion was made by T. Diedrick, seconded by R. Aicher, to take the bills out of order. Motion carried.

BILLS:

A motion was made by R. Aicher, seconded by T. Diedrick, to approve the bills. Motion carried.

A motion was made by T. Diedrick, seconded by R. Aicher, to return to the original order of business. Motion carried.

COMMUNICATIONS:

R. Hallet stated that there is a late communication, and it includes a letter received from the Brown County Corporation Counsel. This letter is in regards to an issue presented by the Brown County Administrative Committee, claiming the Brown County Housing Authority reports to them. The legal advice of the Corporation Counsel was then sought for clarification. The letter indicates that the Board of Supervisors has virtually no authority over the day-to-day actions of the Brown County Housing Authority, and their only real authority is to create and dissolve the housing authority.

R. Hallet stated that Wisconsin Statutes illustrate that a city or county can create a housing authority when it is found that there is a shortage of safe and sanitary housing for low-income persons. Conversely, a city or county can dissolve the housing authority upon declaring the need for that housing authority no longer exists in the community. R. Hallet stated that although the Board of Supervisors has this right to dissolve the Authority, because the BCHA is federally funded, HUD or other relevant agencies would step in and take over the program if such dissolving were to occur.

R. Hallet stated that the letter also indicated that assistance from Corporation Counsel, per Wisconsin Statute, can be sought.

The letter was received and placed on file.

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program

A. Preliminary Applications

D. Payne stated that there were 166 preliminary applications received in the month of August.

B. Housing Assistance Payments

D. Payne stated that \$986,073 was received in HAP expenses in August.

C. Housing Assistance Unit Count

D. Payne stated that at the first of the month, unit count was 2,689, and by the last day of the month it was 2,742.

D. Housing Quality Standard Inspection Compliance

D. Payne stated that August held the largest number of inspections for the year, and also saw the largest pass rate, which was 47.23 percent. The pass rate for re-evaluations was 23.83 percent, and fail rate was 28.94 percent.

E. Housing Choice Voucher Administrative Costs and HUD 52681B

C. Law stated that there was an adjustment in August. ICS is still \$3,000 under budget. However, you will see that the report indicates \$50,000 over budget. The reason for this is because HUD didn't fund as much in August as they typically do, partially due to the front loading that was requested back in April. C. Law stated that HUD pays out according to unit count. For the year, things will be in line.

F. Portability Activity

D. Payne stated that there were 40 port-outs in August, for a total HAP of \$31,048.02. There were 28 port-ins, for a total HAP of \$10,060.21. R. Strong questioned whether this impacted the bottom line. C. Law stated that HUD does allow ICS to count port-outs, but is unsure about port-ins. C. Law stated that once ICS starts absorbing the port-ins, they will be included in BCHA unit count and will then receive funding for the unit from HUD.

M. Welch questioned why the HAP for port-outs and port-ins is so significantly different. D. Payne stated that it's primarily due to the rental prices in the location of the port-out.

G. SEMAP Monitoring Report

D. Payne stated that because of the utilization rate, the BCHA would still be a standard performer. T. Diedrick questioned where the BCHA would result in at the end of the year. C. Law stated that there are so many variables; it'd be difficult to determine where the BCHA would be.

H. Report of the Housing Choice Voucher Family Self-Sufficiency Program.

D. Payne stated that there were 101 participants in the month of August. There were 35 with escrow accounts, and two graduates in July. There were no graduates in August.

I. Report on the Housing Choice Voucher Home Ownership Option.

D. Payne stated that there were 93 participants in August. There was one new contract.

J. VASH Reports

D. Payne stated that in August, there were four active clients, and one that had a voucher but was still looking for a unit.

T. Diedrick questioned whether there was a more efficient way to present these reports each meeting. The Authority agreed that ICS should continue to provide these reports electronically, but should project the reports at the meetings on a month-to-month basis instead of printing them.

K. Report on Langan Investigations Criminal Background Screening and Fraud Investigations

D. Payne stated that in August, there were no new investigations assigned; two were closed; four remain active. D. Payne stated that 284 background checks were completed; 11 add to household checks were conducted. There were nine out of state records checks completed, two of which were due to port-ins.

INFORMATIONAL:

5. Resident Advisory Board meeting scheduled for September 21, 2010.

R. Hallet stated that twice a year the Residents Advisory Board meets. There is a good group of residents that participate. The next meeting will be taking place Tuesday, September 21.

FINANCIAL REPORT:

M. Schampers stated that the reporting format has been changed slightly. This was due to a request to simplify the format.

R. Aicher requested an annual reporting on the BCHA's investments, which had been completed and conducted previously.

STAFF REPORT:

R. Hallet distributed the newly updated City of Green Bay Neighborhood Guide. These Guides are being distributed community-wide.

R. Strong stated that the first edition of this Guide was distributed about five years ago. This is a good document for local information and how to get things done in the City of Green Bay.

The meeting was adjourned at 4:00 p.m.

:naa

Brown County Housing Authority
List of Bills
September 20, 2010

<u>Description</u>	<u>Amount</u>
Conversion Program	
Section 8 Program:	
Matt Schampers (Travel Exp Claim-HCV Training)	235.15
Redevelopment Authority (Travel Exp Claim-HOME Training-Schampers)	25.00
Vande Castle S.C. (Legal Services - Fraud Recovery)	686.00
Vande Castle S.C. (Legal Services - Fraud Recovery)	260.00
Green Bay City Treasurer (Jul 10, Purchasing Card)	980.98
Brown County Clerk of Courts	33,359.52
Schenck Business Solutions (2009 Audit Fee)	294.75
Green Bay City Treasurer (Jul 10, Postage)	19.24
80-81 CDBG Program:	
84 CDBG Program:	
WHNCP Program:	
B.C. Rental Rehab Loans:	
Revenue Bond Program:	
Kuehn Printing, LLC (City Services Guide)	9,250.00
WHEDA Program:	
HCRI Program:	
HOME Program:	
HOME Program-Rpd CHDO Qualify:	
Total Bills	\$ 45,110.64

**All Other
Financial Status Report
2010 Budget Year
As of August 31, 2010**

	Budget Amount	YTD	Annualized	Remaining Budget Balance
REVENUE				
Interest	\$ 4,713	\$ 1,179	\$ 1,769	(3,534)
Loan Repayments	0	\$ 3,296	\$ 4,944	3,296
<i>Total Revenues</i>	\$ 4,713	\$ 4,475	\$ 1,769	(238)

EXPENDITURES				
HO Assistance / DPCC	\$ 55,000	\$ 10,000	\$ 15,000	45,000
Acq/Rehab/Resale	\$ 20,000.00		\$ -	20,000
Salaries	\$ 16,723.00	907	\$ 1,361	15,816
Fringe Benefits	\$ 8,386.00	161	\$ 242	8,225
Staff Training	\$ 6,454.00	848	\$ 1,272	5,606
Other	\$ 10,929.00	2,500	\$ 3,750	8,429
<i>Total Expenditures</i>	\$ 117,492	\$ 14,417	\$ 21,625	103,075

Unrestricted Cash Balance	\$ 1,556,155.38
Restricted Cash Balance	\$ 397,968.73

Housing Choice Voucher Program
Financial Status Report
2010 Budget Year
As of Augst 31, 2010

	Budget Amount	YTD	Annualized	Remaining Budget Balance
REVENUE				
HAP Income	\$ 13,230,348	\$ 8,820,232	\$ 13,230,348	(4,410,116)
Admin Fee Income	\$ 1,400,000	\$ 896,009	\$ 1,344,014	(503,991)
FSS/HO Coordinator Income	\$ 90,308	\$ 60,208	\$ 90,312	(30,100)
Fraud Recovery	\$ 110,545	\$ 95,275	N/A	(15,270)
Other Income (Interest & HO Payments)	\$ 16,861	\$ 2,699	\$ 4,049	(14,162)
Total Revenues	\$ 14,848,062	\$ 9,874,423	\$ 14,668,722	(4,973,639)
EXPENDITURES				
Program Expenditures				
HAP Payments	\$ 12,854,521	\$ 8,076,103	\$ 12,114,154	4,778,418
ICS Admin	1,349,600	863,753	\$ 1,295,629	485,847
FSS/HO Coordinator	130,600	86,328	\$ 129,492	44,272
Total Program Expenditures	14,334,721	9,026,184	13,539,275	5,308,537
Administrative Expenditures				
Salaries	41,348	21,568	\$ 32,352	19,780
Fringe Benefits	18,890	9,590	\$ 14,386	9,300
Insurance	6,500	3,778	\$ 5,666	2,722
Other	24,455	13,150	\$ 19,725	11,305
Total Administrative Expenditures	91,193	48,086	72,129	43,107
Total Expenditures	\$ 14,425,914	\$ 9,074,270	\$ 13,611,404	\$ 5,351,644.39
Cash Balance	\$ 2,273,693.25			